



Work Experience Information Pack



1. What Is Work Experience?



Work experience provides students with the opportunity to complete real workplace tasks within an employer's setting. It allows them to experience workplace expectations, routines and professional conduct. Placements may also help students explore potential opportunities for the future.

2. Why Work Experience Is Important

Work experience is a valuable opportunity for students to develop transferable skills and gain an understanding of the world of work.

Key benefits include:

Career exploration

Students can explore different industries and working environments to determine whether a particular career path suits their interests and abilities.

Improved decision-making

Exposure to workplaces can help students make more informed decisions about future education, training, or qualifications needed for certain careers.

Building confidence

Working within a professional team, completing tasks on time, and managing daily responsibilities can significantly increase students' confidence and independence.

Developing transferable skills

Students may develop important workplace skills including:



- Teamwork
- Communication
- Customer service
- Time management
- Organisation and responsibility
- Digital skills

CV and references

Work experience can be included on a CV and may provide an opportunity for students to obtain a professional reference.

Networking opportunities

Students can meet professionals across different roles within an organisation and learn about the qualifications and career paths required.

3. Identifying Suitable Placements

Students should consider careers identified in their **aptitude assessments** and reflect on their interests when selecting placements.

In some cases, specific roles (e.g. nursing or emergency services) may not be accessible for work experience. Where this occurs, placements should aim to reflect similar themes or interests.

Examples of themes include:

- Helping others
- Working outdoors
- Working with animals or children
- Creative work
- Data analysis or office work



If a preferred placement cannot be secured, alternative placements still provide valuable opportunities to develop transferable workplace skills.

Questions to explore with students:

1. What are my favourite subjects at school?
2. Which subjects do I feel most confident in?
3. What activities or hobbies do I enjoy outside school?
4. Are there jobs I have seen or heard about that interest me?

4. Approaching Potential Placements

Students can contact employers through:

- Email
- Telephone
- In person visits

Where possible, **Student Mentors should also consult with parents/carers**, as they may have useful contacts or placement suggestions.

Face-to-face enquiries can sometimes be more effective, as employers have the opportunity to meet the student before making a decision.

Placements within **family businesses** are acceptable. However, students should ideally be supervised by a staff member responsible for ensuring they gain meaningful work experience.

5. Making Placement Arrangements

Work experience placements are ideally scheduled during **Half Term 6 of Year 10**, typically lasting **1–2 weeks**.

However, the school will remain flexible where valuable opportunities arise outside of this timeframe.

Before a placement can begin, the following must be completed:

- Risk assessment
- Health and safety checks
- Site visit
- DBS checks (where required)
- Confirmation of Employers' Liability Insurance

Once a placement has been secured, staff must inform the Transition Lead, who will coordinate the required checks and documentation.

6. Student Support Options

Various support arrangements can be provided depending on student needs.

Full Support

A Student Mentor attends the placement daily with the student.

Phased Support

A Student Mentor attends initially and gradually reduces support as the student becomes more confident.

Long-Arm Support

The mentor remains on site but works nearby (e.g. in a vehicle or available space).

Transport Support

Assistance with drop-off and collection.

Independent Placement

The student attends the placement without direct mentor support.

7. DBS Requirements

A **DBS check is required for work experience placements**, particularly if a student attends unsupervised.

The DBS check must be completed for:

- The person supervising the student, or
- The person responsible for supervising the staff member overseeing the student.

This individual retains responsibility for the student's safeguarding while they are on placement.

Exceptions:

If a placement is with **family or close family friends**, parents/carers must confirm in writing that they are happy for the student to attend without a DBS check.

DBS checks should ideally be arranged **several months in advance** of the placement through the **Transition Lead and Senior Administrator**.

8. Site Visits and Risk Assessments

A **site visit** will be carried out by the Transition Lead, ideally with the student present.

During the visit:

- A **Work Experience Risk Assessment** will be completed.
- Potential hazards will be identified.
- Control measures will be agreed.

The placement risk assessment must also be reviewed alongside the student's **general risk assessment** to ensure any specific risks are addressed appropriately.

9. Employers' Liability Insurance

Employers providing placements must hold **Employers' Liability Insurance**, as work experience students are classed as employees for insurance purposes during their placement.

The following information must be recorded:

- Insurance provider
- Policy number
- Insurance certificate

If an employer is **self-employed** or there are difficulties obtaining this information, staff should consult the **Transition Lead** for further guidance.

10. Feedback and Evaluation

Employers are encouraged to provide **regular encouragement and feedback** during the placement.

At the end of the placement, an **evaluation form** should be completed. This feedback supports the student's reflection and can be retained as part of their careers development plan.

